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15 February 1955

TO :

FROM : Chief, Research and Development Branch, OC-E

SUBJECT: R&D Branch Progress Reports; Distribution of

1. By Direction, the Branch "Quarterly Progress Report" publishing schedule has been changed. Previously, the Quarterly Reporting was accomplished through an Annual Report in July supplemented by non-cumulative Quarterly Reports in January, April, and October. Hereafter, cumulative Semi-Annual Progress Reports will be issued in January and July. These reports will present a complete description of the various projects, past history, and present status documented by equipment photographs.

2. To minimize publishing requirements, it is requested that all report recipients determine whether they desire to permanently retain the Semi-Annual Reports. Distribution lists will be prepared for those offices not requiring permanent reference copies. It is requested that all recipients notify (by memorandum) the Library, OC-E, Room 1825 Alcott Hall, as to whether permanent retention of reports is desired.

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Distribution:

Home Office Recipients of R&D Branch Progress Reports

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